

CTAA/NCSC Test Administration Manual Appendix A Information

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Topic	State Guidelines
Test Administrator (TA) Requirements	CT Test Administrators for the CTAA/NCSC are certified educators who have participated in 2014-2015 CSDE training and also passed the NCSC Assessment System Final Quiz with 80% accuracy or better.
Training for Test Administrators	<p>2014-2015 CSDE Connecticut Alternate Assessment (CTAA) and Skills Checklist Science Training provided online or face to face</p> <p>And</p> <p>2015 NCSC Assessment System training provided on the NCSC Assessment system portal, demonstrating proficiency with 80% or better.</p> <p>https://teacher-ncscpartners.ctb.com (Usernames and passwords are e-mailed to TAs)</p>
Test Security	<p>The security of assessment instruments and the confidentiality of student information are vital to maintaining the validity, reliability, and fairness of the results.</p> <p>All summative test items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items, prompts, and student information. Any deviation in test administration must be reported as a test security incident to ensure the validity of the assessment results.</p> <p>Violation of test security is a serious matter with far-reaching consequences. Breaches of test security include, but are not limited to, copying of test materials, failing to return test materials, coaching students, giving students answers, and/or changing students' answers. Such acts may lead to the invalidation of an entire school district's student test scores, disruption of the test system state-wide, and legal action against the individual(s) committing the breach. A breach of test security may be dealt with as a violation of the Code of Professional Responsibility for Teachers, as well as a violation of other pertinent state and federal law and regulation. The Connecticut State Department of Education will investigate all such matters and pursue appropriate follow-up action. Any person found to have intentionally breached the security of the test system may be subject to sanctions including, but not limited to, disciplinary action by a local board of education,</p>

	<p>the revocation of Connecticut teaching certification by the State Board of Education,* and civil liability pursuant to federal copyright law.</p> <p>*See Section 10-145b(j) (1) of the Connecticut General Statutes which reads in relevant part as follows: The State Board of Education shall revoke any certificate, authorization or permit issued pursuant to said sections if the holder is found to have intentionally disclosed specific questions or answers to students or otherwise improperly breached the security of any administration of a state-wide examination pursuant to Section 10-14n.</p> <p>The District Test Coordinator shall contact CTAA/NCSC State Lead if any event or incident impacts the security of the student testing as described in the NCSC Test Administration Manual or in Connecticut state policy.</p>
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